

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

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**BUDGET ANALYST 1**

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**DEFINITION**

Performs trainee level professional governmental budget analysis work; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Learns to perform budget analysis work; studies principles, laws and other requirements of State fiscal activities.

Learns agency programs, policies, and operating procedures.

Assembles fiscal and accounting data for use in budgetary evaluations and cost analysis; maintains worksheets and records on projections and costs.

Examines reports on status of obligations; notes any trends or deviations.

Reviews portions of requests for funds; checks for internal consistency with original estimates and established allowances.

Confers and corresponds with departmental officials relative to budget requests and revisions.

Assists a higher level budget analyst or administrator in special research and cost projects or studies.

**COMPETENCIES REQUIRED**

Knowledge of professional accounting principles, theories, concepts and terms.

Ability to apply the principles, theories and concepts of professional accounting to governmental budget administration and fiscal management.

Ability to examine accounting and budgeting documents for completeness, accuracy and conformance with specific accounting and budgeting requirements.

Ability to abstract data from established documents, accounts and controls and prepare accurate reports.

Ability to establish and maintain effective working relationships with employees, supervisors and agency officials.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with a Bachelor's Degree in accounting, finance or business administration;



OR

an equivalent combination of education and experience, substituting one year of full-time experience in responsible professional level budget analysis or fiscal management work for each year of the required education with a maximum substitution of four years.

Effective Date: 1/12 BR